



Republic of the Philippines
Province of Guimaras
8TH SANGGUNIANG PANLALAWIGAN

23 JAN 2017

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE
8TH SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SB
SESSION HALL, MUNICIPALITY OF SIBUNAG, PROVINCE OF GUIMARAS ON
JANUARY 10, 2017.

PRESENT:

Atty. John Edward G. Gando	-	Vice Governor/Presiding Officer
Hon. Cyril C. Beltran	-	SP Member/Majority Floor Leader
Hon David G. Gano	-	SP Member/Deputy Majority Floor Leader
Hon. Cresente P. Chavez, Jr.	-	SP Member
Hon. Diosdado G. Gonzaga	-	SP Member
Hon. Josefina G. de la Cruz	-	SP Member
Hon. Rex G. Fernandez	-	SP Member
Hon. Aurelio G. Tionado	-	SP Member
Hon. Dan Elby C. Habaña	-	SP Member
Hon. Ramon N. Ortiz	-	Ex-Officio Member (ABC Fed. President)

OFFICIAL BUSINESS:

Hon. Ma. Sheila G. Gange	-	Ex-Officio Member (PCL Fed. President)
--------------------------	---	--

ORDINANCE NO. 2017-001
Series of 2017

**AN ORDINANCE CREATING POSITIONS AT THE OFFICE OF THE SANGGUNIANG
PANLALAWIGAN**

Be it ordained by the 8th Sangguniang Panlalawigan of the Province of Guimaras in
session assembled that:

Section 1. Title. This ordinance shall be known as an "Ordinance Creating the
positions of: **one (1) Board Secretary I; one (1) Driver II; one (1) Administrative Aide II
(Reproduction Machine Operator I); and two (2) Utility Worker II at the Plantilla of the**
Office of the Sangguniang Panlalawigan (OSP)".

Section 2. Objective. To meet the staffing pattern of the Office of the
Sangguniang Panlalawigan and to meet the basic services to its constituents.

Section 3. Qualifications. The qualifications are as follows:

a. Board Secretary I (Permanent)

Education	-	Bachelor's degree relevant to the job
Experience	-	1 year of relevant experience
Training	-	4 hours of relevant training
Eligibility	-	Career Service (Professional) 2 nd level eligibility

b. Driver II (Co-terminus)

Education	-	Elementary School Graduate
Experience	-	None required

Training - None required

Eligibility - Drivers License

c. **Administrative Aide II (Reproduction Machine Operator I) (Co-terminus)**

Education - Must be able to read and write

Experience - None required

Training - None required

Eligibility - None required

d. **Utility Worker II (Permanent)**

Education - Must be able to read and write

Experience - None required

Training - None required

Eligibility - None required

Section 4. Duties and Responsibilities.

a. The **Board Secretary I** shall have the following duties and responsibilities:

1. Prepare correspondence, briefings and speeches as necessary; maintains office records and administration;
2. Conduct researches and analyze information on policy determining concerns needed by the immediate supervisor;
3. Coordinate and facilitate the conduct of meetings, events, and other activities related to and assist in collating documentation/written reports;
4. Responsible for taking minutes of meeting and facilitate the approval of the minutes;
5. Act as receptionist, taking phone calls, directing walk-in and handling inquiries; and
6. Perform other related tasks as may be assigned from time to time by the immediate supervisor and/or department head.

b. The **Driver II** shall have the following duties and responsibilities:

1. Drives official vehicles carrying passengers on official business within the province area upon request of the supervisor, and ensure that vehicle is regularly maintained (greased, lubricated, watered) and in sound mechanical condition before use;
2. Regular check-up of brakes and tires, complies with the rules and regulations prior to the use of the vehicles (trip tickets, authorizations, gas, etc.) and secure official travel;
3. Maintain interior and exterior of motor vehicle in good condition;
4. Inspect and carry out minor repairs and maintenance of the vehicle on a routine basis;

5. Perform other related tasks as may be assigned from time to time by the immediate supervisor and/or department head.

c. The **Administrative Aide II** (Reproduction Machine Operator I) shall have the following duties and responsibilities:

1. Operates a variety of duplicating machines, peripheral equipment and application software to produce photocopies, documents, correspondence, information books, mailings, faxing, scanning of documents for use of the office;
2. Receives office orders/memos to produce specified number of photocopies within the designated deadline including duplicating features of sorting, folding, binding, as needed;
3. Maintains a satisfactory inventory of supplies on hand at all times including preparation of purchase orders for cartridges, toner, and paper for reproduction purposes, as needed;
4. Performs other clerical duties when work load permits, i.e. sorting mail, reports and other related documents, if assigned by the supervisor;
5. Maintains/cleans duplicating machines and make minor adjustments;
6. Perform other related tasks as may be assigned from time to time by the immediate supervisor and/or department head.

d. The **Utility Worker II** shall have the following duties and responsibilities:

1. Receives requisition, unloads and stores, various housekeeping supplies;
2. May operate small electrical and manual tools in the performance of the above tasks;
3. May collect, wash and replace cups, glasses other dishes use in the provincial offices;
4. Cleanse out ash trays, sweep, scrub, waxes, mops floors hallways, verandas, comfort rooms in the buildings;
5. May move furniture, rearrange office equipment, replace light bulbs, clean fixtures, arrange various decorations in and out of the provincial buildings for public display or in connection with public holidays;
6. May open and close public offices and deposits keys with the responsible officials;
7. Perform other related tasks as may be assigned from time to time by the immediate supervisor and/or department head.

Section 5. Salary Grade of the Created Position. The Salary grade of Board Secretary I shall be Salary Grade 14; Driver II shall be Salary Grade 4; Administrative Aide II (Reproduction Machine Operator I) shall be Salary Grade 2; and Utility Worker II shall be Salary Grade 3.

Section 6. Source of Fund. Funds for the position of one (1) Board Secretary I, one (1) Driver II, one (1) Administrative Aide II (Reproduction Machine Operator I) and two (2) Utility Worker II shall be taken from the available funds allocated for the purpose.

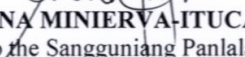
Section 7. Separability Clause. In the event that any provision of this ordinance or parts hereof be declared unconstitutional, such declaration shall not affect the validity of the other provisions.

Section 8. Repealing Clause. All Ordinance inconsistent herewith are hereby repealed and amended.

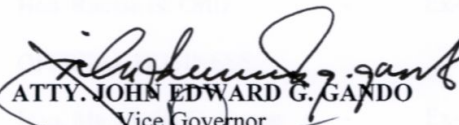
Section 9. Effectivity. This ordinance shall take effect upon its approval.

ENACTED this 10th day of January 2017.

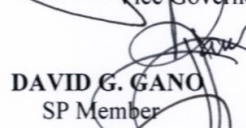
I hereby certify to the correctness of the foregoing ordinance which was duly enacted by the 8th Sangguniang Panlalawigan of the Province of Guimaras during its regular session on January 10, 2017.

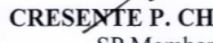

LORENA MINIERVA-ITUCAS
Secretary to the Sangguniang Panlalawigan

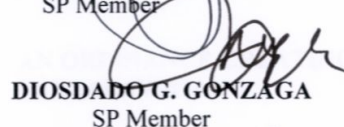
Concurred:

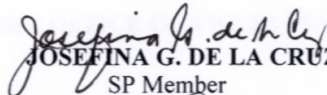

ATTY. JOHN EDWARD G. GANDO
Vice Governor

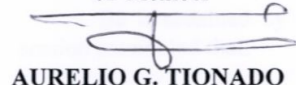

CYRIL C. BELTRAN
SP Member

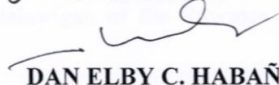

DAVID G. GANO
SP Member

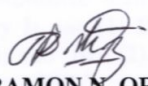

CRESENTE P. CHAVEZ, JR.
SP Member


DIOSDADO G. GONZAGA
SP Member


JOSEFINA G. DE LA CRUZ
SP Member


AURELIO G. TIONADO
SP Member

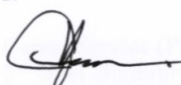

DAN ELBY C. HABAÑA
SP Member


RAMON N. ORTIZ
Ex-Officio Member
(ABC Fed. President)

Attested:


REX G. FERNANDEZ
SP Member
Temporary Presiding Officer

Approved:


SAMUEL T. GUMARIN, MD, MPH
Governor